# STANDARD PROCEDURES FOR CONDUCTING LICENSED CASINO EVENTS IN BRITISH COLUMBIA

**Province of British Columbia**
Ministry of Solicitor General
Public Gaming Branch

# STANDARD PROCEDURES FOR CONDUCTING LICENSED CASINO EVENTS IN BRITISH COLUMBIA

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## PREFACE

The B.C. Gaming Commission as the provincial licensing authority and the Public Gaming Branch as the enforcement agency for licensed gaming have issued this booklet to establish clear standards for the conduct and management of casino events. These "Standard Procedures" form a part of licence requirements and apply to the licensee, the casino management company and all volunteer and hired staff as identified in these procedures.

The minimum distribution of these Standard Procedures within a casino premises shall be as follows:

1 copy in the Cash Cage

1 copy in the Count Area

1 copy per pit on the gaming floor

1 copy for the Volunteer Supervisor

1 copy for the Games Manager

# STANDARD PROCEDURES FOR CONDUCTING LICENSED CASINO EVENTS IN BRITISH COLUMBIA

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**APPENDIX: CONTROL FORMS**

Casino Staff Sign-In Sheet
Fill/Credit Slip
Banker's Daily Master Chip Control
Chip Inventory Audit/Summary
Cash Transfer Slip
Banker's Daily Master Cash Control
Cashier's Record Sheet
Drop Box Count Verification
Table Revenue Report
Closing Game Inventory of Chips
Master Revenue Report
Casino Occurrence Report
Casino Financial Statement

## DEFINITIONS

"**Branch**" means the Public Gaming Branch, Ministry of Solicitor General.

"**casino gaming**" means games known as blackjack, roulette and wheels of fortune approved by the Commission.

"**casino management company**" means a company which provides casino site management, equipment and professional personnel for the purpose of conducting a casino gaming event.

"**casino premise**" means a locations approved by the Commission for the conduct of a casino gaming event.

"**Commission**" means the British Columbia Gaming Commission.

"**deck**" means a standard set of playing cards composed of four suites each having thirteen cards ranging from ace to king for a total of fifty-two cards.

"**drop**" means the total cash spent to purchase chips during a casino event.

"**drop box**" means a double locked cash box into which cash received from players for the purchase of chips is placed.

"**gross receipts**" means all monies produced as a result of the gaming activity, which is known in gaming circles as the "win."

"**licence**" means the licence issued by the Commission to conduct and manage a licensed gaming event.

"**licence year**" means the calendar year.

"**licensee**" means any organization holding a licence.

"**Minister**" means the Solicitor General.

"**pull**" means the removal of drop box(es) from gaming table(s) and transfer to count area.

"**registered**" means a casino management company that has complied with the requirements of the Commission and is registered.

"**verify**" means that the correctness of a chip or cash count has been established.

"**volunteer**" means an individual who serves an organization without remuneration for services, other than out of pocket expenses.

"**witness**" means the individual was present at a transaction and by signing a form verifies that the applicable Standard Procedures were complied with.

# 1. GENERAL REQUIREMENT OF LICENCE

## 1.1 ADMINISTRATIVE REQUIREMENTS

### 1.1.1 COMPLIANCE WITH LICENCE AND LAWS

(a) The casino shall be managed and conducted in accordance with the licence, the approved application form, the Terms and Conditions Respecting Licensing of Lottery Events in British Columbia, these Standard Procedures and any special terms and conditions required by the Commission.

(b) Only companies registered with the Commission shall be eligible to provide a licensed organization with casino management services, staffing, equipment and approved premises as part of a licensed casino event.

(c) Physical security of a casino premises is the responsibility of the casino management company.

(d) The licence, together with the game rules approved by the Commission, will be prominently displayed in the casino.

### 1.1.2 FINANCIAL

(a) Licensee shall pay all amounts won by players.

(b) Extending credit, cashing cheques (except travellers' cheques) and honoring credit cards is prohibited.

(c) Foreign currency may be exchanged for Canadian, only at the Cashier. The exchange rate is to be set by the licensee.

(d) Chips shall not be transferred from one gaming table to another (except Dealer's tips as identified in Section 1.2.5.4) by volunteer or hired casino staff.

(e) Chips shall be purchased only with cash and only at gaming tables.

(f) Chips shall be redeemed only at the Cashier.

(g) Only chips issued by the contracted casino management company to the licensee shall be used or acccepted during the casino event.

**1.1.3 CONTROL FORMS**

(a) The following standard control forms shall be used during casino operations:

- Casino Staff Sign-In Sheet
- Fill/Credit Slip
- Banker's Daily Master Chip Control
- Chip Inventory Audit/Summary
- Cash Transfer Slip
- Banker's Daily Master Cash Control
- Cashier's Record Sheet
- Drop Box Count Verification
- Table Revenue Report
- Closing Game Inventory of Chips
- Master Revenue Report
- Casino Occurrence Report

These forms may be obtained through the Branch.

(b) All forms shall be in duplicate, except **Fill/Credit Slips** and **Cash Transfer Slips** which shall be in triplicate. Volunteer Supervisor shall keep a record of beginning and ending serial numbers and assignment of booklets of **Fill/Credit Slips** and **Cash Transfer Slips** to specific positions which require them, i.e., Fill/Credit - Banker, Pit Supervisor; Cash Transfer - Banker, Volunteer Supervisor.

(c) All transfers of chips and cash shall be conducted according to these Standard Procedures and recorded on the designated forms.

(d) All transactions shall be witnessed, recorded and verified by at least two people, one of which is a volunteer. An essential control feature is the requirement that accuracy is certified by way of a signature. A signature denotes the person was present for the transaction, the information recorded was accurate and the transaction was conducted as specified in these Standard Procedures.

### 1.1.4 PROCEEDS AND EXPENSES

(a) Gross casino receipts shall be deposited into the licensee's separate casino account (see Section 2.4.2, "Deposit Calculation").

(b) Gross receipts from a casino event shall be deposited to the licensee's casino account and:

- 10% remitted to government as a licence fee;
- a minimum of 50% retained for charitable purposes as specified on the licensee's application (less $50 licence processing fee);
- the balance to be applied, not to exceed 40% for all administrative, overhead, and contracted costs, including fees to casino management companies, advertising, room rentals, etc.;
- the payment to the casino management company, and payment of the balance of the licence fee will be made by cheque within three (3) days of the end of the casino.

(c) All disbursements shall be made from the casino account by cheque.

### 1.1.5 FINANCIAL REPORTS AND RECORDS

(a) Licensees shall submit a **Casino Financial Statement** to the Branch within 30 days after the final day of the event. Funds are to be disbursed and reported within six months of the end of the calendar year in which the licence was issued.

(b) The licensee shall retain all completed and voided forms for a period of 24 months after the final day of the casino.

(c) The licensee shall make available all books of account pertaining to the conduct of any lottery upon request for inspection by inspectors of the Branch. Inspectors shall have access at all reasonable times to inquire into the conduct, management, operation of, or participation in the casino event for which the licence has been issued, either prior to, during, or after the conclusion of the event.

## 1.2 CASINO STAFF - VOLUNTEER AND HIRED

### 1.2.1 POSITIONS AND NUMBER OF STAFF

(a) The following positions shall be filled by volunteers of the licensee:

| | |
|---|---|
| - Volunteer Supervisor | (1) |
| - Volunteer Banker | (1) |
| - Volunteer Cashier | (up to 2) |
| - Volunteer Chip Runner | (1) (minimum) |

(b) The following positions shall be filled by the casino management company:

| | |
|---|---|
| - Games Manager | (1) |
| - Pit Boss | (1) |
| - Dealer Supervisor | (2) |
| - Dealer | (1) (per table) |
| - Security | (1) (minimum) |

### 1.2.2 STAFF ELIGIBILITY

(a) No individual is eligible to work on a hired basis in a casino in British Columbia if convicted in any country, province, or state within the last five years of a criminal offence related to narcotics, or to acts of dishonesty including but not limited to offences involving fraud, currency, or gaming and betting, or those against the rights of property such as theft, robbery, forgery.

If five years after conviction an individual is still under sentence for such an offence, that individual shall not be eligible until completion of sentence.

If an individual has received a pardon under the provisions of the Criminal Records Act, this policy will not apply. The Young Offenders Act applies to this provision.

(b) All volunteer and hired personnel shall be nineteen years of age or older.

1.2.3 **STAFF ASSIGNMENTS AND CONDUCT**

(a) All volunteers who report to work at the casino shall sign **Casino Staff Sign-In Sheet** prior to commencing duties at the casino and be assigned to volunteer positions. All four volunteer positions shall be filled prior to casino games commencing play. Once the event commences, no change of positions shall be permitted, except as authorized herein in emergency situations in which case the change shall be documented in a **Casino Occurrence Report**. Games Manager, Pit Boss and Dealer Supervisor(s) shall also sign the sheet.

(b) All volunteers and Dealers shall wear a name badge supplied by the casino management company which clearly depicts the individual's given name and position title (e.g., JOHN - CHIP RUNNER). All other personnel shall wear a badge indicating the wearer's title.

(c) Prior to each day's casino opening, the Games Manager shall ensure a schedule for pit staff has been prepared.

(d) No person managing, conducting or assisting in the conduct of a casino shall participate as a player in any of the games at any time during the course of the event.

(e) Breaks:

(i) No individual shall occupy more than one position during a casino event except as identified in these Standard Procedures. Volunteer Supervisor may relieve volunteer staff at any position as the need arises.

(ii) When the Banker begins a break, Volunteer Supervisor initials the **Banker's Daily Master Cash Control** form and the **Banker's Daily Master Chip Control** form beside the last entry for running balance on each. This indicates acknowledgment by the Volunteer Supervisor of the balance on hand at the time of takeover.

Upon return Banker initials beside the running balance.

(iii) When the Cashier begins a break, Volunteer Supervisor initials beside the last entry for both cash fills and chip credits on **Cashier's Record Sheet.**

Upon return Cashier initials beside the last entry in both categories.

**1.2.4 TIPS**

Any procedure other than the following shall be submitted in writing with reasons to the Commission for approval:

(a) Chip Runner shall witness the collection of tips.

(b) All tips shall be deposited in a drop box clearly designated "Tips."

(c) Tips shall be pooled and distributed equitably among dealers.

(d) Players shall not place bets on behalf of a Dealer.

**1.2.5 STAFF DUTIES AND RESPONSIBILITIES**

**1.2.5.1 VOLUNTEER SUPERVISOR**

(a) Controls keys to chip bank, drop boxes and locking chip tray covers.

(b) Ensures appropriate volunteer staff is in place and in possession of required forms.

(c) Verifies number of drop boxes in use.

(d) Witnesses opening and closing cash and chip inventory verification.

(e) Witnesses interim and final drop box pulls and assists in all drop box counts as specified in Standard Procedures.

(f) Obtains licensee's copy of all required forms each day.

**1.2.5.2 VOLUNTEER BANKER**

(a) Conducts opening and closing chip inventories.

(b) Issues cash and chip fills to Cashier and tables, respectively.

(c) Accepts and verifies cash/chip credits from Cashier and tables.

(d) Maintains running balance of both chips and cash.

(e) Verifies Cashier and table closings.

(f) Calculates casino gross receipts and deposits with Games Manager.

1.2.5.3 **VOLUNTEER CASHIER(S)**

(a) Maintains cash security.

(b) Documents transactions on **Cashier's Record Sheet.**

(c) Receives and verifies initial Cashier's float and subsequent cash transfers.

(d) Redeems players' chips for cash.

(e) Transfers chips and cash to Banker as requested.

(f) Balances cash prior to any Cashier change and at end of day.

(g) Exchanges foreign currency.

1.2.5.4 **VOLUNTEER CHIP RUNNER**

(a) Transfers opening chip fills from Banker to games.

(b) Transfers subsequent chip fills from Banker to games.

(c) Transfers chip credits from games to Banker.

(d) Witnesses table closing and completes **Closing Game Inventory of Chips.**

(e) Witnesses collection of tips.

(f) Assists in table opening on second and subsequent days.

(g) Assists in drop box counts.

**1.2.5.5 GAMES MANAGER**

(a) Acts as the representative of the casino management company for all transactions involving verification by the company.

(b) Ensures pit staff schedules are completed.

(c) Transfers appropriate financial forms, drop box keys, chip bank keys and chip tray keys to Volunteer Supervisor.

(d) Provides and witnesses transfer and verification of opening and closing chip inventories.

(e) Provides and witnesses verification of opening cash float.

(f) Witnesses cash and chip transfers between Banker and Cashier.

(g) Witnesses Cashier's closing procedure.

(h) Assists in conduct of drop box pulls and drop counts.

(i) Witnesses calculation of casino gross receipts and deposits.

(j) Ensures all procedures in pit are carried out in accordance with these Standard Procedures and the Terms and Conditions Respecting Licensing of Lottery Events in British Columbia.

**1.2.5.6 PIT BOSS**

(a) Responsible to Games Manager and performs duties of Games Manager when required.

(b) Notifies Chip Runner of fill/credit requirements.

(c) Ensures activities in pit are in accordance with these Standard Procedures and the Terms and Conditions Respecting Licensing of Lottery Events in British Columbia.

(d) Participates in opening and closing of tables as specified in these Standard Procedures.

(e) Supervises access to gaming areas in conjunction with Security.

**1.2.5.7 DEALER SUPERVISOR(S)**

(a) Responsible for the supervision of no more than eight games.

(b) Responsible to Pit Boss and performs duties of Pit Boss as required.

(c) Ensures activities in pit are in accordance with these Standard Procedures and the Terms and Conditions Respecting Licensing of Lottery Events in British Columbia.

(d) Reports any irregularities in gaming procedures and/or suspicious activities to Pit Boss. A **Casino Occurrence Report** is submitted for any such irregularity or activity.

**1.2.5.8 DEALER(S)**

(a) Conducts games in accordance with these Standard Procedures and any other procedures required by casino management company and approved by the Branch.

(b) Verifies all chip counts conducted at gaming table.

(c) While on duty, behaves and dresses in a manner which does not compromise the security of cash and chips.

**1.2.5.9 SECURITY**

(a) Assumes crowd control duties.

(b) Enforces restricted access to gaming pits, cash cage and count area.

(c) Ensures direct and safe transfer of chip fills and credits.

(d) Periodically observes transactions at Cashier's cage.

(e) Observes all drop box pulls and ensures their safe and direct delivery to count area.

(f) Ensures no one under the age of 19 participates as a player in any of the games, or operates or deals any of the games.

## 2. FINANCIAL CONTROLS

### 2.1 CASINO OPENING - FIRST DAY

#### 2.1.1 PRE-OPENING

(a) Games Manager delivers to the Volunteer Supervisor the following:

- Casino control forms
- Keys to drop boxes, locking tray covers and chip bank.

(b) Volunteer Supervisor, with Games Manager counts and records the number of drop boxes prior to opening to ensure each table is equipped with one drop box and sufficient back-up drop boxes are on hand to accommodate interim pull of drop boxes.

(c) Opening chip inventory is received and recorded by Banker as follows:

(i) Witnessed by Volunteer Supervisor, Games Manager and Banker count chip inventory in chip bank and record details in "Opening Inventory" section of **Chip Inventory Audit Summary**. Banker records total in space provided on **Banker's Daily Master Chip Control** form.

(ii) Where chip trays are secured to tables, opening fill at each game is recorded on a **Fill/Credit Slip** by Volunteer Supervisor and witnessed by Games Manager.

Volunteer Supervisor circles "Fill" and checks off "Opener" on the **Fill/Credit Slip**. Both Volunteer Supervisor and Games Manager sign, the white copy is placed in tray and lid locked until table is opened.

After all tables are completed, Volunteer Supervisor delivers yellow copies of "Opener" **Fill/Credit Slips** to Banker.

Banker records total of all "Opener" table fills on **Banker's Daily Master Chip Control** and adjusts running balance by subtracting "Opener" table fills from opening chip inventory.

(d) Games Manager issues opening cash float to Banker. Banker, witnessed by Volunteer Supervisor and Games Manager counts cash float and records details on a **Cash Transfer Slip** and enters the words "Opening Float" in the space provided at top of slip. All sign. Banker enters the figure for opening cash float on **Banker's Daily Master Cash Control** form. Banker retains white copy and pink copy of **Cash Transfer Slip** and, at end of day, attachs original and duplicate to original and duplicate of **Banker's Daily Master Cash Control.**

**2.1.2 TABLE OPENING**

(a) Where chip trays are secured to tables, as each table is opened, Dealer Supervisor, witnessed by Dealer, and Chip Runner, verifies tray contents to "Opener" **Fill/Credit Slip.** Dealer and Dealer Supervisor sign and insert slip into drop box.

(b) Where chip trays are <u>not</u> secured to tables distribution of chips to games takes place as follows:

(i) Banker, assisted by Volunteer Supervisor and witnessed by Games Manager prepares opening table fills. Opening table fills for each tray shall be recorded on a **Fill/Credit Slip.** Banker checks off "Opener," signs **Fill/Credit Slip** and places white copy and yellow copy in tray with chips.

(ii) Chip Runner verifies contents of tray and signs **Fill/Credit Slip.** The tray, with lid locked in place, is transferred by Chip Runner to appropriate table.

(iii) Upon opening of each table, Dealer Supervisor, witnessed by Dealer and Chip Runner, verifies tray contents to **Fill/Credit Slip.** Dealer and Dealer Supervisor sign. White copy of "Opener" **Fill/Credit** is placed in drop box, yellow copy returned by Chip Runner to Banker who retains for attachment to **Banker's Daily Master Chip Control** at closing.

(iv) Banker records total of all "Opener" table fills on **Banker's Daily Master Chip Control** and adjusts running balance by subtracting "Opener" table fills from opening chip inventory.

**2.1.3 CASHIER OPENING**

(a) When tables have been prepared for opening, Banker completes a **Cash Transfer Slip** and gives initial float to Cashier. Cashier, witnessed by Banker and Games Manager, verifies the float to the **Cash Transfer Slip** and all sign.

(b) Cashier retains white copy of **Cash Transfer Slip** and records information on **Cashier's Record Sheet.** Pink copy is retained by Banker who records opening cashier float on **Banker's Daily Master Cash Control.** This amount is subtracted from opening cash float to adjust running balance.

**2.2 CASINO OPERATION - FIRST AND SUBSEQUENT DAYS**

**2.2.1 TABLE FILLS**

(a) When a chip fill is required at a table, Chip Runner is notified by Pit Boss as to details of the required fill. Chip Runner advises Banker, who completes a **Fill/Credit Slip,** circling the word "Fill." Chip fill is made up by Banker, verified by Chip Runner and both sign. Chip Runner transfers chip fill to gaming table with white and yellow copies of the **Fill/Credit Slip.** Chip Runner observes as Dealer and Dealer Supervisor verify contents of fill and both sign.

(b) After **Fill/Credit Slip** is signed by Dealer and Dealer Supervisor, chips are placed in tray. White copy is placed in drop box and yellow copy returned to Banker.

(c) Upon receipt of yellow copy **Fill/Credit Slip,** Banker records details on **Banker's Daily Master Chip Control** and adjusts running balance by subtracting from it.

**2.2.2 TABLE CREDITS**

(a) When tables have too many chips, a credit is required. Chip Runner is notified by Pit Boss as to the details of credit. Chip Runner notifies Banker who completes a **Fill/Credit Slip,** circling "Credit." Banker issues white and yellow copies of the **Fill/Credit Slip** to Chip Runner <u>without</u> signing. Chip Runner proceeds to gaming table, verifies, along with Dealer Supervisor, chip credit made up by Dealer. All sign.

(b) Pit Boss places yellow copy of the **Fill/Credit Slip** in drop box and gives white copy to Chip Runner who returns chip credit and white copy of **Fill/Credit Slip** to Banker.

(c) Banker, witnessed by Chip Runner, verifies chips to **Fill/Credit Slip** and signs. Chips are returned to chip inventory. Banker enters information on **Banker's Daily Master Chip Control** and adjusts running balance by adding amount of credit to it.

**2.2.3 CASH FILL TO CASHIER (BANKER TO CASHIER)**

(a) When Cashier requires additional cash, Banker is notified by Chip Runner. Banker assembles required cash and completes details on **Cash Transfer Slip.** Banker signs **Cash Transfer Slip,** delivers both slips and cash to Cashier who, witnessed by the Games Manager, verifies cash fill and both sign.

(b) Cashier retains white copy of **Cash Transfer Slip** and enters information on **Cashier's Record Sheet.** Yellow copy of **Cash Transfer Slip** is returned to Banker who records information on **Banker's Daily Master Cash Control** and adjusts running balance by subtracting Cashier's cash fill from it.

**2.2.4 CASHIER CHIP CREDIT (CASHIER TO BANKER)**

(a) When Cashier has an excess of chips, Banker, witnessed by Cashier and Games Manager, receives chips from Cashier.

(b) Banker counts chips, completes **Fill/Credit Slip,** circles "Credit" and writes "Cashier" at the top. All sign.

(c) Banker retains white copy of **Fill/Credit Slip** and records details on **Banker's Daily Master Chip Control,** adjusting running balance by adding chip credit to it. Cashier retains yellow copy and records information on **Cashier's Record Sheet.**

**2.2.5 INTERIM DROP BOX PULL**

(a) When Cashier needs a cash fill, Games Manager, in consultation with Volunteer Supervisor, directs an interim pull of drop boxes.

(b) Volunteer Supervisor, accompanied by Games Manager and Security, removes four drop boxes from those tables calculated to be in the most favourable drop positions at the time by the Pit Boss.

(c) As each drop box is removed, a correspondingly numbered back-up drop box is secured to the table. Volunteer Supervisor and Games Manager, accompanied by Security, transfer drop boxes to the secure count area.

**2.2.6 INTERIM COUNT**

(a) Once in the cash count area, Volunteer Supervisor directs Chip Runner (who will have been provided drop box keys by the Volunteer Supervisor), to commence the count.

(b) Chip Runner empties all contents of the first box on the counting table and displays empty box for all to see.

(c) Volunteer Supervisor and Chip Runner remove **Cash Transfer** and **Fill/Credit Slips** and sort cash into denominations.

(d) Chip Runner counts cash, starting with highest denomination and proceeds in descending order.

(e) Volunteer Supervisor witnesses the count and places bills in bundles of fifty (50). As each denomination is counted, Volunteer Supervisor records details on a **Cash Transfer Slip** including drop box number, that it is an interim count and time of count.

(f) As cash count from each box is completed, a **Cash Transfer Slip** is completed and signed by all present.

(g) This process is repeated for every box. Additional boxes shall only be opened after the contents of the previous box have been counted and recorded.

(h) Games Manager records details of the count of each box on the **Drop Box Count Verification** form.

(i) When cash from all boxes has been counted and the number of boxes confirmed, Volunteer Supervisor completes a **Cash Transfer Slip** for the totals of the entire drop count. Games Manager uses one square of **Drop Box Count Verification** form to record the totals of drop count. It will be noted by the heading, "Summary."

(j) If Volunteer Supervisor's totals concur with those of Games Manager, the cash may be amalgamated and transferred to the Banker (see section Cash Transfer - Volunteer Supervisor to Banker which follows).

(k) Volunteer Supervisor retains all **Cash Transfer Slips** completed during counts and all other documents taken from drop boxes to complete **Table Revenue Report.**

(l) Upon completion of count, drop box key is returned by Chip Runner to Volunteer Supervisor.

**2.2.7 CASH TRANSFER - VOLUNTEER SUPERVISOR TO BANKER**

(a) Upon completion of an interim count, Volunteer Supervisor, having recorded the totals of amalgamated cash on a separate **Cash Transfer Slip,** signs the slip along with Games Manager. Amalgamated cash, with white and pink copies of **Cash Transfer Slip,** is transferred to Banker who, in the presence of Volunteer Supervisor and Games Manager, counts cash and verifies **Cash Transfer Slip** and signs.

(b) Banker retains white copy of **Cash Transfer Slip** and enters information on **Banker's Daily Master Cash Control,** adjusting running balance by adding cash transfer from count to it.

(c) Volunteer Supervisor retains pink copy of **Cash Transfer Slip** which is required for completion of the **Table Revenue Report.**

## 2.3 CASINO CLOSE - FIRST AND SUBSEQUENT DAYS

### 2.3.1 TABLE CLOSE

(a) All games shall cease play by the finish time on the licence. When tables are closed, Pit Boss, witnessed by Chip Runner, counts tray contents at each table, records information on **Fill/Credit Slip** and checks off the box for "Closer." Both sign. Yellow copy is inserted into drop box. White copy is placed in tray with chips and lid locked to tray.

(b) While Pit Boss is recording details on **Fill/Credit Slip**, Chip Runner records information on **Closing Game Inventory of Chips** form.

(c) When all tables are closed, Chip Runner delivers completed **Closing Game Inventory of Chips** form to Banker who records total closing table inventory in appropriate space on **Chip Inventory Audit/Summary** form.

(d) Where chip trays are not secured to tables, Volunteer Supervisor transfers chip trays to secure overnight storage as each table is closed.

### 2.3.2 CASHIER CLOSE

(a) Cashier is closed after all tables have been closed and all chips, including Dealer's tips, have been redeemed.

(b) Banker, witnessed by Games Manager, receives and counts all cash and chips held by Cashier.

(c) Banker completes a **Cash Transfer Slip**, notes "Cashier Close" and signs. White and pink copies are passed to Cashier and Games Manager who both sign. Banker retains white copy and adjusts running balance on **Banker's Daily Master Cash Control** by adding amount of closing Cashier Cash Transfer to it. Cashier retains pink copy and records information on **Cashier's Record Sheet.**

(d) The above procedure is followed for transfer of chips at closing from Cashier to Banker with a **Fill/Credit Slip** being used and the words, "Credit and Cashier" circled and "Closer" box checked off. White copy goes with chips to Banker and yellow

copy stays with Cashier. Cashier records information on **Cashier's Record Sheet.** Banker records information on **Banker's Daily Master Chip Control,** adjusting running balance by adding Cashier closing chip credit to it.

**2.3.3 CLOSING CHIP INVENTORY**

(a) Banker, witnessed by Volunteer Supervisor and Games Manager, conducts a physical count of all chips in Banker's inventory. Details of count recorded on **Fill/Credit Slip,** noting words, "Banker's Closing" and all sign. White and yellow copies of **Fill/Credit Slip** are attached to white and yellow copies of **Banker's Daily Master Chip Control.**

(b) Volunteer Supervisor and Games Manager ensure chips are kept in secure storage overnight.

**2.3.4 CLOSING DROP BOX PULL**

All boxes are pulled as in Section 2.2.5, "Interim Drop Box Pull." Final pull conducted after Cashier is closed and closing chip inventory calculated. Casino security maintains observation of drop boxes from closing until boxes are secure in count area.

**2.3.5 CLOSING COUNT**

Conducted as in Section 2.2.6, "Interim Count" except **Table Revenue Report** is completed using totals from <u>all</u> counts for each table.

**2.3.6 CASH TRANSFER - COUNT STAFF TO BANKER**

(a) Amalgamated cash from final count is transferred to Banker who records details on **Banker's Daily Master Cash Control** and adjusts running balance by adding cash from count to it.

(b) Banker now has the total cash on hand as represented by the final balance on **Banker's Daily Master Cash Control.**

(c) Banker, witnessed by Volunteer Supervisor and Games Manager, conducts a count of cash on hand and records information on **Cash Transfer Slip** noting words, "Closing Cash on Hand" across top. All sign.

(d) Banker attaches white and pink copies of **Cash Transfer Slip** to white and yellow copies of **Banker's Daily Master Cash Control.**

## 2.4 CASINO GROSS RECEIPTS - DEPOSIT CALCULATION

### 2.4.1 GROSS RECEIPTS - MASTER REVENUE REPORT

(a) Banker enters last cash balance appearing on **Banker's Daily Master Cash Control** in Section 1: "Total Accounted Cash" and figure from "Closing Cash on Hand" **Cash Transfer Slip** in Section 1: "Closing Cash on Hand."

Any overage or shortage arising from a difference between these two figures in excess of $100 requires the submission of an **Casino Occurrence Report** to the Branch. The report will outline the probable cause of the discrepancy and the steps taken to reconcile the difference, whether successful or not.

(b) Banker subtracts opening cash float, any Cashier overage or chip shortage from "Actual Cash on Hand." Banker adds any cashier shortage or chip overage. The resultant figure represents "casino gross receipts." This figure should be the same as total "win" figure on **Table Revenue Report.**

### 2.4.2 DEPOSIT CALCULATION

(a) At the end of each day of the event, the cash deposit is calculated by subtracting cashier shortage(s) and adding cashier overage(s) to the casino gross receipts as calculated on the **Master Revenue Report.**

(b) The casino management company shall issue a receipt for the deposit amount less any chip shortage (chips in circulation) or plus any chip overage. The receipt shall indicate the noted amount as being held in trust until the end of the event.

(c) At the end of the casino event, deposits for all dates shall be totalled and:

- 10% remitted to government as a licence fee;
- a minimum of 50% retained for charitable purposes as specified on the licensee's application (less $50 licence processing fee);

- the balance to be applied, not to exceed 40% for all administrative, overhead, and contracted costs, including fees to casino management companies, advertising, room rentals, etc.;

- the payment to the casino management company, and payment of the balance of the licence fee will be made by cheque within three (3) days of the end of the casino.

**2.5 CASINO OPENING - SECOND AND SUBSEQUENT DAYS**

**2.5.1 PRE-OPENING**

Games Manager and Volunteer Supervisor deliver the opening cash float and Banker's opening chip inventory to Banker. Banker, witnessed by Volunteer Supervisor and Games Manager, proceeds as in Section 2.1, "Casino Opening - First Day."

**2.5.2 TABLE OPENING**

(a) Where chip trays are secured to table at each game, Dealer Supervisor, witnessed by Chip Runner and Dealer, verifies chips against **Fill/Credit Slip** in chip tray. All sign recording date and time and insert in drop box.

Presence of additional signatures and record of date and time indicates an opening table fill on other than the first day.

(b) Where chip trays are not secured to tables, Volunteer Supervisor and Games Manager retrieve chip trays from secure overnight storage. Chip Runner transfers chip trays, which contain **Fill/Credit Slip** "Openers," to games and proceeds as in "a" above.

**2.6 CASINO OPERATION**

Procedures will be as in Section 2.2, "Casino Operations - First and Subsequent Days."

**2.7 CLOSING - FINAL DAY**

**2.7.1 TABLE CLOSE**

(a) Conducted as in Section 2.3, "Casino Close - First and Subsequent Days," except Volunteer Supervisor delivers original of **Fill/Credit Slip** and chips to Banker instead of overnight storage.

(b) Banker verifies chips to corresponding **Fill/Credit Slip** and signs. When verification is complete, closing table chips may be amalgamated with Banker's chip inventory.

(c) Chip Runner signs **Closing Table Inventory Sheet** and forwards to Banker. Banker records total closing inventory on **Banker's Daily Master Chip Control** and adjusts running balance by adding closing table inventory to it.

(d) Total closing chip inventory is now the last entry to running balance on **Banker's Daily Master Chip Control**. Banker completes **Chip Control Audit/Summary** with Volunteer Supervisor and Games Manager.

2.7.2 **CASHIER CLOSE**

As in Section 2.3.2, first day procedures.

2.7.3 **CLOSING DROP BOX PULL**

As in Section 2.3.4, first day procedures.

2.7.4 **FINAL COUNT**

As in Section 2.3.5, first day procedures.

2.7.5 **CASINO GROSS RECEIPTS-DEPOSIT CALCULATION**

As in Section 2.4, first day procedures.

## 3. EQUIPMENT, FACILITY, CONDUCT OF GAMES

The requirements of this chapter are specifically the responsibility of the casino management company.

### 3.1 EQUIPMENT

All gaming equipment used in a licenced casino shall be in accordance with standards established by the Branch and approved by the Commission.

#### 3.1.1 CARDS

(a) Shall be approved by the Branch and bear the Casino Management Company's name or other identifiable feature.

(b) Shall be defaced when disposed of by Casino Management Company to prevent later use in the casino.

#### 3.1.2 CARD SHOES

(a) Shall be capable of accommodating at least four decks.

(b) Shall be approved by the Branch.

(c) Shall be opaque at the front.

#### 3.1.3 CHIPS

(a) Shall be approved by the Branch.

(b) Shall bear the casino management company's logo or some other clearly identifiable feature.

(c) Each denomination shall be clearly distinguishable from another by colour.

#### 3.1.4 TABLES

(a) Shall each be numbered for easy identification.

(b) Shall each be equipped with a double locking drop box which bears the number of that table. There shall be a sufficient number of back-up drop boxes to replace drop boxes removed during interim counts.

(c) Shall each be equipped with a sign which stipulates table betting limits.

(d) For Roulette:

- Wheel serial numbers shall be on file with the Branch, and
- Each table shall be equipped with a plunger and have a chip tray with lockable lid or equivalant which can be secured to the table.

(e) For Blackjack, each table shall be equipped with a plunger, a dealing shoe, discard rack, and chip tray secured to the table [Section 2.1.2(b)], equipped with a locking lid.

**3.1.5 SECURITY - OTHER**

(a) A safe for storage of cash floats and cash receiptswhich meets insurance requirements for cash safety shall be present on casino premises.

(b) Casino facilities shall be adequately alarmed to provide for immediate notice to police of robberies in progress. Alarm systems for intruders during hours of non-use shall also be in place.

(c) Games Manager is responsible for ensuring all cards not in play are kept in secure storage and cards and shoes removed from games at closing are kept in secure storage until next day opening.

**3.1.6 SURVEILLANCE EQUIPMENT**

In addition to floor security, video surveillance and monitoring equipment may be required upon direction of the Commission.

**3.2 CASINO LAYOUT**

**3.2.1 GAMES AREA**

The minimum size of the Games Area shall be based on the following areas per game:

| | | | |
|---|---|---|---|
| Blackjack | 8m2; | Roulette | 10m2; |
| Wheel of Fortune | 8m2; | Sic Bo | 19m2. |

**3.2.2 PITS**

Tables shall be arranged in pits to facilitate continuous and unimpeded observation by Games Manager, Pit Boss, and Dealer Supervisors.

**3.2.3 CASH CAGE AND COUNT ROOM**

Cash cage, pit bank and count area shall be secure and separate from one another.

**3.2.4 LIQUOR**

Casino shall not be held in any room where liquor is being sold or consumed. Where a casino is located in close proximity to a liquor outlet of any kind, point of access to the casino shall be monitored and controlled by security personnel.

**3.3 ACCESS TO CASINO AREAS**

**3.3.1 CASH CAGE**

(a) No one shall be permitted in the cash cage except:

- Volunteer Supervisor
- Banker
- Cashier(s)
- Games Manager or designate

(b) Commission members, Branch Inspectors and police officers shall have access at all times. Security personnel shall have access at the request of the Volunteer Supervisor.

**3.3.2 COUNT AREA**

(a) No one shall be permitted in count area except:

- Volunteer Supervisor
- Chip Runner
- Games Manager or designate

(b) Commission members, Branch Inspectors and police officers shall have access at all times. Security personnel shall have access at the request of the Volunteer Supervisor.

**3.3.3 GAMING FLOOR**

(a) No one shall be permitted in gaming pits except:

- Volunteer Supervisor
- Games Manager, Pit Boss, Dealer Supervisor, Dealers (when on duty) and Chip Runner (when required)

- Management representative of the casino management company
- Casino security (when required).

(b) Commission members, Branch Inspectors and police officers shall have access at all times.

**3.3.4 AGE**

No one under the age of 19 may participate as a player in any of the games or operate or deal any of the games.

**3.4 RULES OF PLAY**

Procedures set out in this Section shall be used in British Columbia casinos. Proposed changes must be submitted in writing for approval by the Branch at least 21 days in advance of proposed implementation.

**3.4.1 BLACKJACK**

(a) General Description

Blackjack is a card game in which each player attempts to achieve a higher total point value per hand than the dealer without exceeding a value of 21. If value of hand exceeds 21, it is a "bust" and the bet is automatically lost. If player and dealer have equal value hands, it is a "push" and nobody wins or loses. The game shall be played utilizing a "shoe" holding at least four decks. Up to seven players may participate, depending on the table layout. Only the dealer shall touch cards.

(b) Card Values

Aces may count 1 or 11 at player's election. Face cards count 10 and all other cards are face value.

A soft hand is one containing an ace which, if counted as 11, will not cause the hand value to exceed 21.

If the first two cards dealt to a player total 21, the player has a "natural" or "Blackjack" which held by a Dealer wins over any three or more card total of 21. If Dealer has a "Blackjack," it is a "push."

(c) Player Options

Each player receives two cards, face-up. Dealer takes one card, face-up, after which each player has the following options:

(i) Take a "hit" by signalling for additional cards. A Blackjack cannot be "hit."

(ii) "Stand" by signalling no additional cards.

(iii) "Double down" by putting up an additional bet equal to the original bet. This second bet is placed directly behind the original bet. The player receives only one additional card which the dealer places at the rear right of the player's hand. Player may not double down on a Blackjack. When Dealer has a Blackjack, player loses only original bet.

(iv) "Pair Splitting" - may be done when first two cards dealt are of equal value. Player puts up an additional bet equal to his initial bet. The second bet is placed directly beside the original bet.

Player plays each as a separate hand. The first split hand is played out before the second hand is played. Split aces are limited to one additional card per hand. When the dealer makes Blackjack, only the original bet on a split hand is lost. A two-card 21 on a split hand is not a Blackjack and is paid one to one.

(d) Betting And Limits

(i) At least one third of blackjack tables shall have a minimum bet of $1.00. No more than four blackjack tables shall have a maximum betting limit in excess of $25.00 with all other tables at a maximum bet of $5.00.

(ii) Where betting limits are changed during a day, prior to the change taking place the "Procedures For Closing," Section 2.3.1; "Interim Pull of Drop Box," Section 2.2.5 (only box from that table to be pulled) and "Opening," Section 2.1.2, shall be followed.

(iii) Bets are valid only when placed in betting square on table layout before dealing commences. Bets shall remain unchanged during play (except when splitting or doubling down).

(iv) "Insurance bets" and "bet for the dealer" are not allowed.

(e) Payoffs

All winning hands are paid one to one, except a Blackjack which is paid off at three to two.

When all hands, including Dealer's, have been played winning bets are paid and losing bets taken starting with player on Dealer's right and continuing left. Dealer will signify pushes by patting the table in front of player's hand. Payoffs will be made on a "color for color" basis.

Busted hands during play result in the player's bet being taken immediately and cards placed in discard rack, except in cases of a split or double down hand when the Dealer has a first card ace or 10. In such instances, the players' bets and cards remain on the table with Dealer placing corresponding bet on top. Should Dealer make a Blackjack, only original bet of split hand or double down is taken.

Players who are dealt a Blackjack are paid off immediately and cards placed in discard rack unless the Dealer has an ace or 10, in which case players' bets are placed on top of their cards until Dealer's hand is played out to determine if a push may occur.

(f) Sequence of Play

Starting on Dealer's left, each player is dealt one card, face-up. Dealer takes one card, face-up, and proceeds to deal second face-up card to each player, again from left to right. Dealer places players' cards in front of betting square. Dealer's hand is laid out in front of chip tray.

Additional cards are dealt left to right to players who signal for same by a hand motion towards themselves. Players wishing to stand will motion by hand away from themselves.

After all players' hands are complete, the Dealer:

(i) Does not play if:

- all players have busted
- remaining players have Blackjack and Dealer's first card is neither an ace or 10 value card

(ii) Otherwise takes additional cards face-up, one at a time, including on a "soft" 17.

(iii) Stands if the hand is hard 17 or more, including hard or soft totals of 18, 19, 20, 21.

When all bets are paid or taken, Dealer picks up remaining hands in order from right to left and own hand last. All cards are placed in discard rack.

(g) Change-Ins

(i) Dealer shall not accept cash or chips from player by hand. Player shall place cash or chips on table for pick-up by Dealer. Dealer shall count cash or chips onto table from left to right in front of chip tray. The equal value of chips is taken from tray and stacked on table in front of tray with highest denomination on top and lowest on bottom.

(ii) Stack is then placed in front of player, and cash picked up by Dealer and placed in drop box or, in case of chips, in tray.

(iii) When accepting cash for chips, Dealer calls out "money change" and when changing player's chips for higher or lower denominations, Dealer calls out "colour change."

(h) Cards

All cards shall be inspected for flaws and ribbon spread prior to opening by Dealer who inspects for flaws. Cards remain ribbon spread, face-up until play commences.

If game goes temporarily dead, cards are to be removed from shoe and discard rack and ribbon spread, face-up, on table.

Should a game be closed temporarily, or at closing, shoe and cards are removed by Pit Boss to secure storage.

(i) Disputes and Irregularities

Where a dispute arises between player and Dealer over interpretation of a hand signal, Dealer immediately notifies Dealer Supervisor. Dealer Supervisor either allows player who has missed hit card to take additional hits after all other players have completed their hands but before Dealer plays out hand, or, when player's hand has been hit by mistake, declares that hit card dead and instructs Dealer to burn it and the player's hand stands.

In cases of hand signal disputes, the player must notify the Dealer of objection before Dealer's hand is played.

Players not in agreement with a decision may contact the Branch in writing.

(j) Shuffle

(i) Prior to commencement of play, Dealer thoroughly shuffles cards. This procedure starts with Dealer calling out the words, "shuffle up" to notify Dealer Supervisor.

(ii) All cards remain face down during shuffle.

(iii) All cards are stacked in the middle of the table and split into approximatly two equal stacks which are placed at the front left and right corners of chip tray.

(iv) Dealer takes approximate half decks at a time from each of the two piles, riffle shuffles these together, square and strip cuts, then riffle shuffles another 2 or 3 times. When all decks have been shuffled in this manner, Dealer squares cards in middle of the table and allows a player to insert cut card into deck.

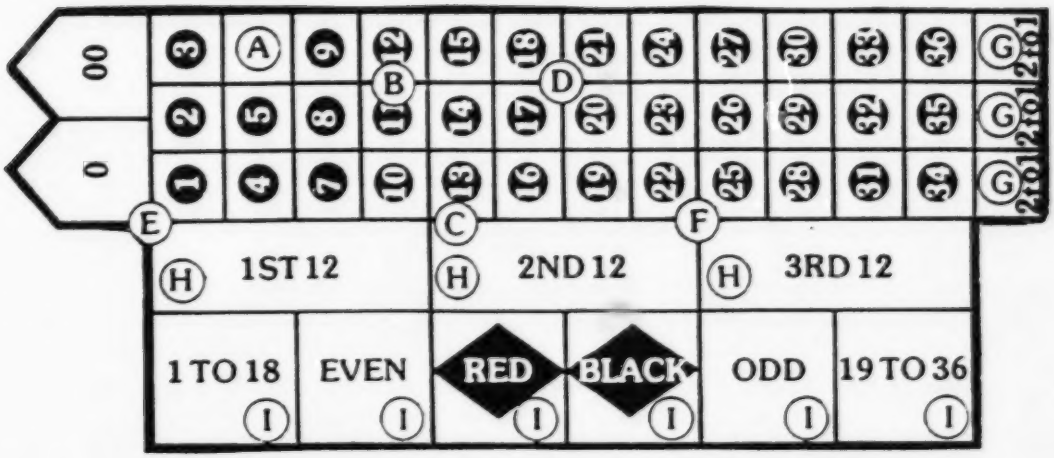
(v) Dealer places the cards in front of the cut cards at the back of the deck.

(vii) Dealer once again squares cards and inserts cut card approximately 35 to 55 cards from back of deck. Deck is then placed in shoe for dealing.

(viii) When cut card appears during play, Dealer will finish hand in progress and "shuffle up" as per instructions above.

## 3.4.2 ROULETTE

(a) Layout




(b) Pay-Off According to Betting Positions

| Layout Position | Pay-Off Odds | Type of Bet |
|---|---|---|
| INSIDE | | |
| A | 35-1 | STRAIGHT UP - Single number including 0 and 00. |
| B | 17-1 | SPLIT - In this case 11 and 12 pay. |
| C | 11-1 | STREET OR THREE NUMBER - In this case 13, 14 or 15 pay. |
| D | 8-1 | CORNER - In this case 17, 18, 20 and 21 pay. |
| E | 6-1 | FIVE NUMBER - 0, 00, 1, 2 and 3 pay. |
| F | 5-1 | SIX NUMBER - In this case 22, 23, 24, 25, 26 and 27 pay. |

OUTSIDE

| | | |
|---|---|---|
| G | 2-1 | COLUMN - Any one of twelve numbers in vertical column pays. |
| H | 2-1 | DOZENS - Any number in first dozen pays. Same for second and third dozens. |
| I | 1-1 | EVEN MONEY BETS - Red or black. Odd or even. 1 to 18 or 19 to 36. |

(c) Betting Limits

Maximum bet shall be $5.00. Minimum bet shall be $0.50. Accommodation for players wishing to bet the minimum must be provided.

(d) Procedures

(i) A player shall bet with roulette chips only. Roulette chips have no monetary value and are purchased at the table the player intends to play at.

(ii) Each player buying in shall receive a set of distinctively coloured chips which no one else may use.

(iii) Dealers shall call all buy-ins and cash-outs to the attention of the Dealer Supervisor. In the case of buy-ins, the currency shall not be placed in the drop box until the player has received their stack(s) of chips witnessed by the Dealer Supervisor.

(iv) When a player buys chips, Dealer shall place a chip of the same colour on the wheel head rim with a coin or marker button on top indicating the value of the colour of chips being played.

(v) When more than one player makes the same bet, the chips are placed on top of each other so the owners of winning chips are identified by the colours.

(vi) Roulette wheel and ball shall be spun in opposite directions. Dealer shall announce "no more bets" while the ball is still in the track. When the ball comes to rest in one of the pockets, Dealer shall announce the winning number and place a marker on it.

(vii) All winning payoffs shall be called aloud by Dealer when paying the players. All payoffs shall be made from outside in and from the top down.

(viii) Prior to completing cash-out procedure to a player, Dealer shall ensure chip inventory for the colour involved is completely accounted for. When a shortage or overage of chips is discovered, Pit Boss shall be notified and cash-out procedure delayed pending resolution of the shortage or overage.

(e) Track Betting

A layout may also include a separate area where bets are made on neighbouring wheel rim numbers. This is known as "Track Betting" and is permitted.

**3.4.3 OTHER APPROVED WHEELS OF FORTUNE**

(a) Approved Wheels of Fortune

Only the following other wheels of fortune shall be operated in a licenced casino:

- Crown and Anchor;
- Money Wheel;
- Over and Under;
- Sic Bo.

(b) Betting Limits

Maximum bet shall be $5.00. Minimum bet shall be $0.50. Accommodation for players wishing to bet the minimum must be provided.

(c) Procedures

(i) Crown and Anchor, Money, and Over and Under Wheels:

- Wheels of fortune shall be spun by Dealer a minimum of three (3) revolutions.
- As wheel is spun, Dealer shall announce "no more bets." Any bets placed after the announcement shall be declared void and returned to the better.
- Space in which indicator rests after wheel has stopped is winning space. Dealer shall call winning space, take losing bets from layout and pay winners. If after Dealer's call the indicator slips to another space, Dealer's call shall prevail.
- Every space on a wheel of fortune shall be playable on the layout by player.
- No wheel configuration shall have the same number of spaces for different payoffs.
- No wheel of fortune shall have a mathematical house advantage exceeding twenty-five (25) percent.
- Where a wheel game incorporates the use of non-value chips, rules pertaining to non-value chip use as in Section 3.4.2, "Roulette Procedures."

(ii) Sic Bo:

Bets shall not be accepted after balls thrown. Dealer shall announce "No further bets."

Dealer shall then pick up all losing bets (do not sweep) right to left.

Dealer shall then pay all winning bets. Bets shall be paid from player to Dealer, right to left.

Winning bets may be paid using conversion, provided Dealer announces "Conversion payout" and Dealer Supervisor supervises payoff.

Change-Ins:

- Dealer shall not accept cash or chips from player by hand.
- Chip stack is then placed in front of player, and cash picked up by Dealer and placed in drop box or, in case of chips, in tray.
- When changing player's chips for higher or lower denominations, Dealer shall call to Pit Boss "Colour Change."

# APPENDIX: CONTROL FORMS

# CASINO STAFF SIGN-IN SHEET

**Organization:** _____

**Casino Management Company:** _____

**Casino Dates:** _____

| Position | Day One | Day Two | Day Three |
|---|---|---|---|
| Volunteer Supervisor | | | |
| Volunteer Banker | | | |
| Volunteer Cashier 1 | | | |
| Volunteer Cashier 2 | | | |
| Volunteer Chip Runner | | | |
| Games Manager | | | |
| Pit Boss | | | |
| Dealer Supervisor | | | |
| Dealer Supervisor | | | |

## CASINO STAFF SIGN-IN SHEET

**PURPOSE:** To record signatures of those who conduct, control and witness transfer and exchange of chips/cash.

**PREPARED BY:** Volunteer Supervisor

**INSTRUCTIONS:** Prior to opening each day, Volunteer Supervisor has the designated individuals sign.

Province of British Columbia | Ministry of Solicitor General | PUBLIC GAMING BRANCH

Serial No.
394451

# FILL - CREDIT

GAME & NO.: _____ TIME: _____

DATE: _____

OPENER: _____ INTERIM: _____ CLOSER _____

| QUANTITY | DENOMINATION | AMOUNT |
|---|---|---|
| _____ | x $ .50 = | $ _____ |
| _____ | x $ 1.00 = | $ _____ |
| _____ | x $ 5.00 = | $ _____ |
| _____ | x $ 25.00 = | $ _____ |
| _____ | x $100.00 = | $ _____ |
| _____ | TOTAL | $ _____ |

_____ Signature

_____ Signature

_____ Signature

_____ Signature

PGB-C8

DROP BOX

## FILL/CREDIT SLIP

**PURPOSE:** To account for transfer of all chips within the casino.

**PREPARED BY:** Volunteer Banker

Pit Boss

**INSTRUCTIONS/USES:** Opening table fills - to open tables as in Section 2.1.2, "Table Opening First Day."

Interim table fills and credits - to replenish or remove chips at tables as in Section 2.2.1, "Table Fills" and Section 2.2.2, "Table Credits."

Table closing - to record chips at each table at closing as in Section 2.3.1, "Table Closing."

Cashier chip credits - to transfer chips from Cashier as in Section 2.2.4, "Cashier Chip Credit."

# BANKER'S DAILY MASTER CHIP CONTROL

Organization: _____ Date: _____

Banker: _____

| Fills (Subtract from Running Balance) | | | | Running Balance / Opening Inventory | Credits (Add to Running Balance) | | | |
|---|---|---|---|---|---|---|---|---|
| Fill Slip # | Time | To | Amt | | Amt | From | Time | Fill Slip # |
| | | | | | | | | |
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Bankers's Signature: _____

**BANKER'S DAILY MASTER CHIP CONTROL**

**PURPOSE:** To record Banker's daily opening inventory of chips and subsequent chip fills/credits and to maintain a running balance of chips.

**PREPARED BY:** Volunteer Banker

**INSTRUCTIONS:** Banker completes heading information and enters value of opening chip inventory under"Running Balance."

For each fill, Banker records **Fill/Credit Slip** number, time completed, and destination of fill (e.g., BJ2) under "Fills." Amount of fill is recorded and <u>subtracted</u> to adjust running balance.

For first day opening, the total of all opening fills for each type of game is entered on one line.

Banker retains all duplicates of opening **Fill Slips** for each table and attaches to this form at conclusion of each day.

For each credit same procedure as above takes place recorded under "Credits." The amount of the credit is <u>added</u> to the running balance.

At closing on final day, running balance figure should balance with closing inventory figure on **Chip Inventory Audit/Summary**. If the two figures do not balance, completion of a **Casino Occurrence Report** is required. <u>In addition</u>, the following measures should be taken:

(a) Recount closing chip inventory, taking care to check for mixed denominations in chip bank trays.

(b) Recalculate total fills and credits on **Master Chip Control** form.

(c) Check extensions on **Fill/Credit Slips**.

(d) Check postings from the **Fill/Credit Slips** to the **Master Chip Control** form.

# CHIP INVENTORY AUDIT/SUMMARY

Organization: _____ Start Date: _____

Casino Company: _____

---

SECTION I: OPENING INVENTORY

| | | | | | |
|---|---|---|---|---|---|
| _____ | x | .50 | = | $ | _____ |
| _____ | x | 1.00 | = | $ | _____ |
| _____ | x | 5.00 | = | $ | _____ |
| _____ | x | 25.00 | = | $ | _____ |
| _____ | x | 100.00 | = | $ | _____ |
| | | TOTAL: | | $ | _____ $ _____ |

Counted By: _____ Verified By: _____

VOLUNTEER BANKER GAMES MANAGER

Witnessed By: _____

VOLUNTEER SUPERVISOR

---

SECTION II: DAILY CHIP SUMMARY

| | DAY ONE | DAY TWO | DAY THREE |
|---|---|---|---|
| Banker's Closing Inventory: | _____ | _____ | _____ |
| Closing Table Inventory: | _____ | _____ | _____ |
| Sub Total: | _____ | _____ | _____ |
| Less: | _____ | _____ | _____ |
| Opening Inventory: | _____ | _____ | _____ |
| Chips: Over/Short: | _____ | _____ | _____ |

---

SECTION III: CLOSING INVENTORY

| | | | | | |
|---|---|---|---|---|---|
| _____ | x | .50 | = | $ | _____ |
| _____ | x | 1.00 | = | $ | _____ |
| _____ | x | 5.00 | = | $ | _____ |
| _____ | x | 25.00 | = | $ | _____ |
| _____ | x | 100.00 | = | $ | _____ |
| | | TOTAL: | | $ | _____ $ _____ |

Counted By: _____ Verified By: _____

VOLUNTEER BANKER GAMES MANAGER

Witnessed By: _____ Final Date: _____

VOLUNTEER SUPERVISOR

## CHIP INVENTORY AUDIT/SUMMARY

**PURPOSE:** To determine and monitor chip inventory.

**PREPARED BY:** Volunteer Banker and Games Manager

**INSTRUCTIONS:**

**Opening Inventory:**

Banker completes heading information and counts all chips in inventory, recording quantity and value of each denomination. The count is witnessed and verified by Volunteer Supervisor and Games Manager.

**Daily Chip Summary:**

Completed by Banker each day; provides information on chips in circulation and assists with calculation of each day's deposit.

**Closing Inventory:**

After closing on final day of the event, Banker counts closing inventory and records quantity and value of each denomination. Banker's count is witnessed and verified by Volunteer Supervisor and Games Manager.

Province of British Columbia | Ministry of Solicitor General | PUBLIC GAMING BRANCH

Serial No.
168376

# CASH TRANSFER

TO: _____ DROP BOX #: _____

FROM: _____

DATE: _____ TIME: _____

| QUANTITY | DENOMINATION | | AMOUNT |
|---|---|---|---|
| _____ | × 1 | = | $_____ |
| _____ | × 2 | = | $_____ |
| _____ | × 5 | = | $_____ |
| _____ | × 10 | = | $_____ |
| _____ | × 20 | = | $_____ |
| _____ | × 50 | = | $_____ |
| _____ | × 100 | = | $_____ |
| _____ | COIN | = | $_____ |
| | U.S. $ | = | $_____ |
| | U.S. EXCHANGE @ ____ % | = | $_____ |
| | Other Currency | = | $_____ |
| _____ Cashier Cash Transfer | Other Exchange @ ____ % | = | $_____ |
| _____ Drop Box Count | | | |
| _____ Count Area Cash Transfer | TOTAL CASH | | $_____ |

_____
SIGNATURE

_____
SIGNATURE

_____
SIGNATURE

_____
SIGNATURE

PGB-C7

DROP BOX

## CASH TRANSFER SLIP

**PURPOSE:** To record all internal cash transfers.

**PREPARED BY:** Volunteer Banker

Volunteer Supervisor

**INSTRUCTIONS:** Cashier Opening & Closing to be completed and signed as in Section 2.1.3 and Section 2.3.2.

Drop box count and cash transfer count area to Branch as in Section 2.2.6 "Interim Count" and Section 2.3.5 "Closing Count."

The applicable box "Cashier Cash Transfer," "Drop Box Count" or "Count Area Cash Transfer" must be checked off to identify the transaction recorded on the slip.

# BANKER'S DAILY MASTER CASH CONTROL

Organization: _____ Date: _____

Banker: _____

| Cash Out (Subtract from Running Balance) | | | | Running Balance<br>Opening Float | Cash In (Add to Running Balance) | | | |
|---|---|---|---|---|---|---|---|---|
| Trans. Slip # | Time | To | Amt | | Amt | From | Time | Trans. Slip # |
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Bankers's Signature: _____

## BANKER'S DAILY MASTER CASH CONTROL

**PURPOSE:** To record all cash transfers to and from the bank and maintain a running balance.

**PREPARED BY:** Volunteer Banker

**INSTRUCTIONS:** Upon receiving, counting, and verifying opening cash float, Banker enters amount in space provided. Transfer of cash out of the bank is recorded under "Cash Out" including the Cash Transfer Slip number, time, destination (e.g., Cashier 1), amount, and subtracted from running balance.

Transfer of cash to the bank requires the same steps under "Cash In" and the amount is added to the running balance.

# CASHIER'S RECORD SHEET

Organization: _____ Date: _____

Volunteer Cashier: _____ No. _____

## SECTION I: CASH TRANSFERS

Opening Transfer Slip No. _____ Amount $ _____

Additional Cash Transfers

| Slip No. | Time | | Amount |
|---|---|---|---|
| _____ | _____ | $ | _____ |
| _____ | _____ | $ | _____ |
| _____ | _____ | $ | _____ |
| _____ | _____ | $ | _____ |
| _____ | _____ | $ | _____ |
| _____ | _____ | $ | _____ |
| _____ | _____ | $ | _____ |
| _____ | _____ | $ | _____ |
| _____ | _____ | $ | _____ |
| _____ | _____ | $ | _____ |
| | Total Cash Transfers | $ | _____ |

## SECTION 2: CHIP CREDITS

| Fill/Credit Slip No. | Time | Amount |
|---|---|---|
| _____ | _____ | $ _____ |
| _____ | _____ | $ _____ |
| _____ | _____ | $ _____ |
| _____ | _____ | $ _____ |
| _____ | _____ | $ _____ |
| _____ | _____ | $ _____ |
| _____ | _____ | $ _____ |
| _____ | _____ | $ _____ |
| _____ | _____ | $ _____ |
| _____ | _____ | $ _____ |
| Total Cash Transfers | | $ _____ |

## SECTION 3: SUMMARY

Total Cash Transfers: $ _____

Less: Total Chip Credits: $ _____

Sub Total: $ _____

Cash Required: $ _____

Less: Closing Cash Transfer: $ _____

To Banker (Slip No. _____ ): $ _____

Over/Short: $ _____

Occurrence report must be submitted for any shortage over $100 and for any shortage which occurs under suspicious circumstances.

Prepared By: _____
Volunteer Cashier

Witnessed By: _____ _____
Volunteer Banker Volunteer Games Manager

# CASHIER'S RECORD SHEET

**PURPOSE:** To record all cash/chip transfers from and to Cashier and Banker and to balance Cashier at end of shift.

**PREPARED BY:** Volunteer Cashier

**INSTRUCTIONS:** **Cashier Opening:**

Section 1

At beginning of shift, heading information is completed by Cashier. Cashier counts and records opening float, any subsequent floats, and **Cash Transfer Slip** number in Section 1. Drop box cash transfers are also entered, recording **Cash Transfer Slip** number, time of transfer, and total dollar amount.

Section 2

When chips are returned to Banker using a "Credit" slip, Cashier records **Fill/Credit Slip** number, time, and dollar amount of credit. When all chips in circulation have been cashed in, a final chip credit is calculated, amount recorded and chips returned to Banker.

**Cashier Closing:**

Section 3

At end of shift, Cashier calculates "Total Cash Fills" and "Total Chip Credits" in Sections 1 and 2, and records information in the area below. Subtract "Total Chip Credits" from "Total Cash Fills" to determine "Total Cash Required" to balance.

Remaining cash is counted by one Cashier and information recorded in "Cash Close" section by other. Banker verifies cash count, witnessed by Games Manager. Cashier over/short is calculated and all sign.

When Cashier is over/short by more than $25, an **Casino Occurrence Report** explaning discrepancy must be completed. Any Cashier shortage or overage is the responsibility of the licensee.

FDB-CS

# DROP BOX COUNT VERIFICATION

Organization: _____ Date: _____

Casino Management Company: _____ Prepared by: _____
Games Manager

| | | |
|---|---|---|
| Game & No. _____<br>____ x 1 = $ _____<br>____ x 2 = $ _____<br>____ x 5 = $ _____<br>____ x 10 = $ _____<br>____ x 20 = $ _____<br>____ x 50 = $ _____<br>____ x 100 = $ _____<br>COIN = $ _____<br>U.S.$ = $ _____<br>Exch (____ %) = $ _____<br>TOTAL CASH $ _____ | Game & No. _____<br>____ x 1 = $ _____<br>____ x 2 = $ _____<br>____ x 5 = $ _____<br>____ x 10 = $ _____<br>____ x 20 = $ _____<br>____ x 50 = $ _____<br>____ x 100 = $ _____<br>COIN = $ _____<br>U.S.$ = $ _____<br>Exch (____ %) = $ _____<br>TOTAL CASH $ _____ | Game & No. _____<br>____ x 1 = $ _____<br>____ x 2 = $ _____<br>____ x 5 = $ _____<br>____ x 10 = $ _____<br>____ x 20 = $ _____<br>____ x 50 = $ _____<br>____ x 100 = $ _____<br>COIN = $ _____<br>U.S.$ = $ _____<br>Exch (____ %) = $ _____<br>TOTAL CASH $ _____ |
| Game & No. _____<br>____ x 1 = $ _____<br>____ x 2 = $ _____<br>____ x 5 = $ _____<br>____ x 10 = $ _____<br>____ x 20 = $ _____<br>____ x 50 = $ _____<br>____ x 100 = $ _____<br>COIN = $ _____<br>U.S.$ = $ _____<br>Exch (____ %) = $ _____<br>TOTAL CASH $ _____ | Game & No. _____<br>____ x 1 = $ _____<br>____ x 2 = $ _____<br>____ x 5 = $ _____<br>____ x 10 = $ _____<br>____ x 20 = $ _____<br>____ x 50 = $ _____<br>____ x 100 = $ _____<br>COIN = $ _____<br>U.S.$ = $ _____<br>Exch (____ %) = $ _____<br>TOTAL CASH $ _____ | Game & No. _____<br>____ x 1 = $ _____<br>____ x 2 = $ _____<br>____ x 5 = $ _____<br>____ x 10 = $ _____<br>____ x 20 = $ _____<br>____ x 50 = $ _____<br>____ x 100 = $ _____<br>COIN = $ _____<br>U.S.$ = $ _____<br>Exch (____ %) = $ _____<br>TOTAL CASH $ _____ |
| Game & No. _____<br>____ x 1 = $ _____<br>____ x 2 = $ _____<br>____ x 5 = $ _____<br>____ x 10 = $ _____<br>____ x 20 = $ _____<br>____ x 50 = $ _____<br>____ x 100 = $ _____<br>COIN = $ _____<br>U.S.$ = $ _____<br>Exch (____ %) = $ _____<br>TOTAL CASH $ _____ | Game & No. _____<br>____ x 1 = $ _____<br>____ x 2 = $ _____<br>____ x 5 = $ _____<br>____ x 10 = $ _____<br>____ x 20 = $ _____<br>____ x 50 = $ _____<br>____ x 100 = $ _____<br>COIN = $ _____<br>U.S.$ = $ _____<br>Exch (____ %) = $ _____<br>TOTAL CASH $ _____ | Game & No. _____<br>____ x 1 = $ _____<br>____ x 2 = $ _____<br>____ x 5 = $ _____<br>____ x 10 = $ _____<br>____ x 20 = $ _____<br>____ x 50 = $ _____<br>____ x 100 = $ _____<br>COIN = $ _____<br>U.S.$ = $ _____<br>Exch (____ %) = $ _____<br>TOTAL CASH $ _____ |
| Game & No. _____<br>____ x 1 = $ _____<br>____ x 2 = $ _____<br>____ x 5 = $ _____<br>____ x 10 = $ _____<br>____ x 20 = $ _____<br>____ x 50 = $ _____<br>____ x 100 = $ _____<br>COIN = $ _____<br>U.S.$ = $ _____<br>Exch (____ %) = $ _____<br>TOTAL CASH $ _____ | Game & No. _____<br>____ x 1 = $ _____<br>____ x 2 = $ _____<br>____ x 5 = $ _____<br>____ x 10 = $ _____<br>____ x 20 = $ _____<br>____ x 50 = $ _____<br>____ x 100 = $ _____<br>COIN = $ _____<br>U.S.$ = $ _____<br>Exch (____ %) = $ _____<br>TOTAL CASH $ _____ | Game & No. _____<br>____ x 1 = $ _____<br>____ x 2 = $ _____<br>____ x 5 = $ _____<br>____ x 10 = $ _____<br>____ x 20 = $ _____<br>____ x 50 = $ _____<br>____ x 100 = $ _____<br>COIN = $ _____<br>U.S.$ = $ _____<br>Exch (____ %) = $ _____<br>TOTAL CASH $ _____ |

## DROP BOX COUNT VERIFICATION

**PURPOSE:** To record cash count of each drop box and summary of cash amalgamation. To provide a cross check for drop box counts.

**PREPARED BY:** Games Manager

**INSTRUCTIONS:** Games Manager completes heading information and, using one section for each drop box as it is opened, enters game and number, total number of bills of each denomination, total value for each denomination and total value of all currency in box.

When all drop boxes have been opened, contents recorded, and all money counted and amalgamated, a summary is completed. As above, total number of bills of each denomination, total value for each denomination and total value of all currency on table is recorded. The summary is recorded in one of the boxes not utilized for a drop box and has the word "Summary" written at the top. Games Manager signs.

# TABLE REVENUE REPORT

Organization: _____ Date: _____

| Game & No. | Opener | Fills | Credits | Closer | Total Table Liability | Cash Count (Drop) | Win | Loss | % |
|---|---|---|---|---|---|---|---|---|---|
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PGA-CS Prepared by: _____

## TABLE REVENUE REPORT

**PURPOSE:** To calculate individual game performance.

**PREPARED BY:** Volunteer Staff Supervisor and Games Manager

**INSTRUCTIONS:** Volunteer Supervisor completes heading information and enters:

1. "Game type and number": e.g., BJ 1, BJ 2, R 1, MW 3. Each game type is done in numerical sequence. After the figures for each game type are calculated, grand totals are posted at bottom of Table Revenue Report.

2. "Opener": Total opening value of chips from Opening Fill Slip.

3. "Fills": Total value of chip fills to game as recorded on Fill Slips.

4. "Credits": Total value of chip transfers from a game to Banker as recorded on Credit Slips.

5. "Closer": Total value of chips on game table at close as recorded on closing Fill/Credit Slips.

6. "Total table liability": Net balance of chip transactions, T.T.L. = (Opener + Fills) - (Credits + Closer).

7. "Drop": Total value of all cash placed in drop box during day as recorded on Cash Transfer Slips for each count.

8. "Win": A win occurs when either "drop" is greater than "T.T.L." In which case the win figure will be the difference between the two; or <u>if</u> T.T.L. is a negative amount, in which case, add the negative amount to the drop and the resultant amount goes in "win" column.

9. "Loss": A loss results if T.T.L. is <u>more</u> than the drop. The Loss figure will be the difference between the two.

10. Win percentage is calculated by dividing win by drop and multiplying by 100.

11. Volunteer Supervisor and Games Manager sign.

# CLOSING GAME INVENTORY OF CHIPS

Organization: _____ Date: _____

Pit Number: _____ Signature: _____
Volunteer Chip Runner

---

Game and No. _____

_____ x $100 = _____
_____ x $ 25 = _____
_____ x $ 5 = _____
_____ x $ 1 = _____
_____ x .50 = _____
_____ x .25 = _____
COIN = _____
TOTAL _____

Game and No. _____

_____ x $100 = _____
_____ x $ 25 = _____
_____ x $ 5 = _____
_____ x $ 1 = _____
_____ x .50 = _____
_____ x .25 = _____
COIN = _____
TOTAL _____

Game and No. _____

_____ x $100 = _____
_____ x $ 25 = _____
_____ x $ 5 = _____
_____ x $ 1 = _____
_____ x .50 = _____
_____ x .25 = _____
COIN = _____
TOTAL _____

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Game and No. _____

_____ x $100 = _____
_____ x $ 25 = _____
_____ x $ 5 = _____
_____ x $ 1 = _____
_____ x .50 = _____
_____ x .25 = _____
COIN = _____
TOTAL _____

Game and No. _____

_____ x $100 = _____
_____ x $ 25 = _____
_____ x $ 5 = _____
_____ x $ 1 = _____
_____ x .50 = _____
_____ x .25 = _____
COIN = _____
TOTAL _____

Game and No. _____

_____ x $100 = _____
_____ x $ 25 = _____
_____ x $ 5 = _____
_____ x $ 1 = _____
_____ x .50 = _____
_____ x .25 = _____
COIN = _____
TOTAL _____

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Game and No. _____

_____ x $100 = _____
_____ x $ 25 = _____
_____ x $ 5 = _____
_____ x $ 1 = _____
_____ x .50 = _____
_____ x .25 = _____
COIN = _____
TOTAL _____

Game and No. _____

_____ x $100 = _____
_____ x $ 25 = _____
_____ x $ 5 = _____
_____ x $ 1 = _____
_____ x .50 = _____
_____ x .25 = _____
COIN = _____
TOTAL _____

Game and No. _____

_____ x $100 = _____
_____ x $ 25 = _____
_____ x $ 5 = _____
_____ x $ 1 = _____
_____ x .50 = _____
_____ x .25 = _____
COIN = _____
TOTAL _____

## CLOSING GAME INVENTORY OF CHIPS

**PURPOSE:** To record total chips by denominiation and coin on each game at close of each day.

**PREPARED BY:** Volunteer Chip Runner

**INSTRUCTIONS:** Chip Runner completes heading information and, as chips and coin at each game are counted by Pit Boss and witnessed by Dealer, records quantity and value of each denomination in appropriate boxes. These values should agree with those recorded on **Fill/Credit Slip** by Pit Boss. When all counting is completed and verified, values of each denomination per game are added and entered under "Total." Chip Runner signs and delivers to Banker at end of shift. Banker enters total value of each page in right hand bottom corner.

# MASTER REVENUE REPORT

Organization: _____ Date: _____

Casino Company: _____ License: # _____

SECTION 1

Total Accounted Cash
(as per last entry to
Banker's Daily Master Cash Control) $ _____

Closing Cash on Hand
(as per Closing Cash Transfer Slip) $ _____

Cash Over/Short $ _____

SECTION 2

Actual Cash on Hand $ _____

Float(s) _____

Cashier Over _____

Chip Shortage _____

Sub Total _____ (Less) $ _____

Cashier Short _____

Chip Overage _____

Sub Total _____ (Plus) $ _____

Casino Gross Receipts $ _____

SECTION 3

Casino Gross Receipts $ _____

(Plus) Cashier Over $ _____

(Less) Cashier Short $ _____

Total Deposit Amount $ _____

Prepared by: _____
Volunteer Banker

Verified by: _____
Volunteer Supervisor

Witnessed by: _____
Games Manager

## MASTER REVENUE REPORT

**PURPOSE:** To calculate the casino gross receipts and the deposit.

**PREPARED BY:** Volunteer Banker

**INSTRUCTIONS:** Banker completes heading information and enters the figure for "Total Accounted Cash" which is last entry on **Banker's Daily Master Cash Control.**

Banker then enters the figure for "Closing Cash on Hand" which is the "Closing" **Cash Transfer Slip** completed when a final total of the count of all cash on hand was made at closing.

These two figures should balance. If they do not, reconcile by:

- Checking extensions on **Table Revenue Report, Drop Box Count Verification, Cashier's Record Sheet** and all back-up documents pertaining to each, i.e., **Fill/Credit Slips** and **Cash Transfer Slips.**

- Recounting of cash on hand.

Where the two do not balance a **Casino Occurrence Report** must be submitted to the Branch.

The float total is taken from the "opening cash float" on **Banker's Master Cash Control.** The float, along with Cashier and chip adjustments to actual cash on hand, provides the figure for "Casino Gross Receipts."

In most cases, the total deposit will not equal the amount of cash on hand due to a chip overage or shortage. A chip overage is due to players from previous casino events redeeming chips, thus depleting cash. A chip shortage occurs when players do not redeem chips, causing an excess of cash. The casino management company will make up any shortage of cash due to a chip excess and must receive, from the licensee, any excess of cash due to a chip shortage.

# CASINO OCCURRENCE REPORT

Organization: _____ Casino Dates: _____

Casino Management Company: _____ License # _____

Location: _____

Details of Occurrence:

Position: _____

Signature: _____

Date: _____

# CASINO OCCURRENCE REPORT

**PURPOSE:** To report irregularities which occur during the course of a casino event.

**PREPARED BY:** This form is completed by the staff member most directly related to the occurrence. Other staff members may be required to submit a **Casino Occurrence Report** if requested by the Branch.

**INSTRUCTIONS:** Describe the occurrence paying particular attention to: who, what, when, where, how and why of the occurrence. The form is then signed and dated by the author.

**Casino Occurrence Reports** shall be submitted within 24 hours of the event as follows:

- Within the Greater Vancouver Regional District to:

  Regional Manager
  Public Gaming Branch
  300 - 601 W. Broadway
  Vancouver, B.C. V5Z 4C2

- Anywhere else in the province:

  Director, Investigations & Inspections
  Public Gaming Branch
  848 Courtney Street
  Victoria, B.C. V8W 1C4

Province of
British Columbia

Ministry of
Solicitor General

Public Gaming Branch
848 Courtney Street
Victoria
British Columbia
V8W 1C4
Telephone: (604) 387-5311

# CASINO FINANCIAL STATEMENT

FILE NUMBER: L-_____

LICENCE NUMBER: _____

DATE: _____

Name of Organization: _____

Address: _____ Postal Code: _____

Casino Dates: _____ Casino Company: _____

Casino Location: _____

PLEASE NOTE: Please read the Terms & Conditions concerning financial statements before completing this form. The highlights of these are Section 2.14, 2.15, 2.16, 2.17 and 5.02.

**Licence Fees** (to accompany financial statement):

1. Licence Fee - 10% of Gross Receipts (line 8 over): ..... $ _____
2. Amount paid in advance ..... $ _____ $ _____
3. Amount paid in advance ..... $ _____ $ _____
4. Total amount paid (line 4 & 5): ..... $ _____
5. Balance due and remitted herewith (line 3-6): ..... $ _____

NOTE: Do not deduct the $50.00 Non-Refundable Application Processing Fee

CASH & CHIP FLOW SUMMARY

| | DAY ONE | DAY TWO | DAY THREE |
|---|---|---|---|
| Opening Chip Inventory | | | |
| Closing Chip Inventory | | | |
| Total Cashier Cash Fills | | | |
| Total Cashier Chip Credits | | | |
| Cashier Over/(Short)* | | | |
| Initial Fill Slip No. | | | |
| Final Fill Slip No. | | | |
| Initial Credit Slip No. | | | |
| Final Credit Slip No. | | | |
| Initial Cash Transfer No. | | | |
| Final Cash Transfer No. | | | |

*When the Cashier Over/(Short) exceeds $25 per day an explanation is required.

CASINO GROSS RECEIPTS

| | DAY ONE | | DAY TWO | | DAY THREE | | TOTAL | |
|---|---|---|---|---|---|---|---|---|
| | Drop | Win/Loss | Drop | Win/Loss | Drop | Win/Loss | Drop | Win/Loss |
| Blackjack | $ | $ | $ | $ | $ | $ | $ | $ |
| Roulette | $ | $ | $ | $ | $ | $ | $ | $ |
| Wheels of Fortune | $ | $ | $ | $ | $ | $ | $ | $ |
| Totals | $ | $ | $ | $ | $ | $ | $ | $ |

8. **GROSS RECEIPTS** (from master revenue reports) ..... $ _____

**EXPENSES**

9. Cashier Shortages/Overages: ..... $ _____
10. Casino Management Company: ..... $ _____
11. Licence Fee (10% of line 8): ..... $ _____
12. Miscellaneous (attach explanation): ..... $ _____
13. Total expenses (lines 9 to 12 — maximum 50%): ..... $ _____
14. Net proceeeds from lottery (line 8 - 13): ..... $ _____
15. Amount retained by licensee over amount allocated to charity: ..... $ _____
16. Net funds allocated to charitable or religious objects (minimum 50%): ..... $ _____ _____ %

**FUND HELD IN TRUST** (see Section 2.15(f)):

17. Opening balance (amount forward from previous statement): ..... $ _____
18. Interest on funds in trust: ..... $ _____
19. Payments to charitable or religious objects:
    **Name & Address** (Attach list if necessary)

_____ $ _____

_____ $ _____

_____ $ _____

_____ $ _____

20. Individual charities under $100 (enter total): # _____ $ _____
21. Total donated to charity during this reporting period (line 19 + 20): ..... $ _____
22. Closing balance (lines 16 + 17 + 18 – 21): ..... $ _____

Person to call concerning accounting information and records:

Name: _____ Telephone: Bus: _____ Res: _____

Address: _____

The information contained in this report is accurate and complete:

President: _____ Telephone: Bus: _____ Res: _____
Signature

Secretary: _____ Telephone: Bus: _____ Res: _____
Signature

# CASINO FINANCIAL STATEMENT

**PURPOSE:** The purpose of the **Financial Statement** is to report on the gaming activity authorized by licence and on distribution of net proceeds to charitable objects.

**PREPARED BY:** Representative of Licensee

**INSTRUCTIONS:** **Complete heading information:**

- Record licensee's file number, licence number, date of preparation, name of licensed organization, casino management company and location of event.

**Items 1 to 5:**

- Licence fee calculation is the first line, unless multiple payments have been made.
- "Cash and Chip Flow Summary" is optional as this information must be retained for two years after the event.
- "Casino Gross Receipts" records the gross $ (DROP) handled by each type of game and the gross receipts (WIN/LOSS). The "Total" column is the addition of the daily events across and down to show type and gross receipts.

**Item 8 (page 2):**

- Record gross receipts earned during the licence period. This should agree with the "TOTAL" on page one.

**Items 9 to 13:**

- Record individual expenses incurred to conduct, manage and operate the gaming activity. The non-refundable application fee may be recorded on line 12, "miscellaneous." Total all expenses.

**Item 14:**

- The total of all expenses is subtracted from "Gross Receipts" to determine "Net Proceeds." This will also be the net funds allocated to the charitable purposes from this gaming event.

**Item 17:**

- Record carry-forward any balance held from previous casino events into the "Opening Balance" of this licence.

**Item 18:**

- Determine any interest earned from bank statements and record as Interest Income.

**Item 19:**

- Identify the disbursement of $ funds made to charitable objects. This report may be required prior to any disbursements but must be accounted for within six months of the licence expiry date.

**Item 20:**

- Record the number and dollar value of minor payments to charitable objects.

**Item 22:**

- The closing balance represents the remaining balance of funds to be accounted for from the date of preparing this financial statement. Calculate this balance by adding the "Net Fund" allocated to charitable objects, a carry-forward balance, if any, and the bank account interest earned less the disbursements made to the charitable object.

**Closing Information:**

- Complete the additional information of the organization for any direct contact. Two officers sign on behalf of the organization to indicate their concurrence to the information provided.